



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON-STUTTGART
UNIT 30401
APO AE 09107-0401

IMEU-STU-HR

07 DEC 2006

MEMORANDUM FOR Service Members, Civilian Employees, and Family Members Residing Within the USAG-Stuttgart Area of Responsibility

SUBJECT: USAG-Stuttgart Command Policy Letter #1, Community Service Program


1. Reference Army in Europe Regulation 27-9, Misconduct by Civilians, 18 April 2006.
2. The Civilian Misconduct Action Authority (CMAA) may agree to allow community members to participate in the Community Service Program (CSP) as a positive rehabilitation measure or as a means of restitution (i.e., repair of vandalism) for acts of misconduct, to include school suspensions. The CSP in Stuttgart and Garmisch Garrisons will comply with the provisions of AE Regulation 27-9. Personnel who elect CSP hours will be referred to the Director of Public Works (DPW) by the school administration or the Assistant Civilian Misconduct Action Authority (ACMAA). The DPW will receive the name, hours, and reporting date for CSP participants.
3. The DPW will assign the CSP participant to an Installation Coordinator (IC) for the duration of assigned hours. The IC will determine the schedule and manage the CSP hours. No changes will be made to the work schedule without the prior approval of the IC. The IC will coordinate supervision with the CSP sponsor when the IC is unavailable to supervise. If the sponsor is also unavailable to supervise the CSP then the sponsor may select another adult to provide the supervision or the sponsor may supervise the CSP on the weekend. If the CSP completes work on the weekend, then the IC may check the work on the following workday.
4. The CSP participant is responsible for reporting and leaving work according to the schedule, and for completing CSP hours to the satisfaction of the IC.
5. The IC will track CSP hours worked and record them on a CSP time sheet. If the IC sends the CSP participant to work at another location under the direction of another supervisor, then the participant's supervisor with knowledge of work performed reports the hours of work completed to the IC. For CSP hours worked on evenings, weekends, holidays and times when the IC office is closed, the CSP participant must contact the IC before the close of business on the last regular work day prior to the scheduled CSP duty day.
6. If a CSP is tardy 15 minutes or more, more than twice, without first contacting the IC or his/her assigned supervisor, the IC will contact the ACMAA office and the CSP participant will be reported as non-compliant with directed sanctions. The IC will contact the sponsor and the

IMEU-STU-HR

SUBJECT: USAG-Stuttgart Command Policy Letter #1, Community Service Program

ACMAA immediately when the CSP participant is under a school suspension and has not reported to their supervisor or the IC by 10:00 am on the assigned day.

7. Point of contact for this policy is Mr. Dennis Wahl, at DSN 421-4399 or email dennis.wahl@us.army.mil.



KENNETH G. JUERGENS
COL, OD
Commanding